

Message Text

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PAGE 01 STATE 207759

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FM SECSTATE WASHDC

TO SECDEF

JCS

CSA

CSAF

CNO

CMC

CINCPAC

UNCLAS STATE 207759

FOLLOWING REPEAT STATE 207759 ACTION CINCPACREP GUAM
CAMP PENDLETON FT CHAFFEE EGLIN AFB FL INDIANTOWN GAP MIL RES PA
2 SEPTEMBER 75.

QUOTE

UNCLAS STATE 207759

E.O. 11652: N/A

TAGS: SREF

SUBJECT: AFTER ACTION REPORTS

FOR SENIOR CIVIL COORDINATORS

1. IATF REQUESTS THAT ALL SCC'S INITIATE THE PREPARATION OF
AFTER ACTION REPORTS ON THEIR OPERATIONS TO BE COMPLETED AT
TIME OF CLOSING OF RESETTLEMENT CENTER AND TO COVER HISTORY
OF OPERATION SINCE BEGINNING. THESE REPORTS SHOULD FOCUS
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PAGE 02 STATE 207759

ON CIVILIAN SIDE OF OPERATION, SINCE WE ASSUME MILITARY

COMMANDERS ARE PREPARING SUCH REPORTS ON THEIR OPERATIONS (E.G., EGLIN'S RECENT PUBLICATION ENTITLED QUOTE OPERATION NEW ARRIVALS DASH DASH PHASE ONE DASH DASH THE BUILDUP, QUOTE WHICH WE TRUST EGLIN SCC HAS FORWARDED TO HIS COLLEAGUES AT OTHER CAMPS).

2. REPORTS SHOULD COVER MAIN ASPECTS OF OPERATIONS WITH SPECIAL EMPHASIS ON PROBLEMS ENCOUNTERED AND LESSONS LEARNED. FOLLOWING ARE SUGGESTED SECTIONS TO BE INCLUDED IN REPORTS:

- A. CHRONOLOGY OF KEY EVENTS.
- B. STATISTICAL HIGHLIGHTS.
- C. LIST OF ALL PERSONNEL ASSIGNED (WITH DATES OF SERVICE).
- D. LOGISTICAL BUILDUP AND PHASEDOWN.
- E. FINANCIAL MANAGEMENT SUMMARY.
- F. ADMINISTRATIVE SUMMARY.
- G. ADP SUMMARY.
- H. OPERATIONS SUMMARY.
- I. TERMINATION OPERATIONS DASH DASH CONTRACTS, PROPERTY DISPOSAL, ETC.
- J. RECORDS MAINTAINED (INCLUDING DISPOSITION AT END).
- K. MAJOR PROBLEMS AND LESSONS LEARNED (SUMMARY).

3. IATF SUGGESTS THAT IF WORK ON THESE REPORTS BEGINS NOW IT WILL BE EASIER TO COMPLETE THEM AT CLOSEDOWN AND THEY WILL BE MORE MEANINGFUL. ROBINSON UNQUOTE KISSINGER

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